



Job Opportunity

State Controller's Office

Position: Associate Governmental Program Analyst/Staff Services Analyst
General) Statewide

Location: Executive Office – Special Investigations Bureau
300 Capitol Mall, Sacramento, CA 95814

Issue Date: April 5, 2007

Final Filing Date: Until Filled

Contact/Telephone:
Lynn Roloff, (916) 324-4196

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer, or reachable on a certification list.

California Relay Service: 1-800-735-2929

Position Number(s): 051-722-5393-XXX
051-722-5157-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

We offer the opportunity for interested candidates to work in a traditional yet progressive public agency, constitutionally established to oversee the financial/fiscal health of the State of California. Interested candidates will be introduced, as well as function in a professional environment designed to provide the citizenry of the State of California with efficient public service and help safeguard the use of public funds with the direction of the State Controller and his/her designee.

Specifically, with general direction provided by the Chief of the Special Investigations Bureau, the incumbent will be working in a law enforcement environment and will become familiar with law enforcement case laws, law enforcement compliance mandates, and a wide range of various codes and laws affiliated with and relating to law enforcement.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

The duties will include but are not limited to:

- Conduct research, analysis and preparation of reports and presentations to interested group;
- Develop budget change proposal concept papers;
- Compile expenditure and projection reports;
- Evaluate and manage investigator's regulatory training requirements and training profiles;
- Evaluate and manage investigator's computer data bases and input current and on-going data;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Prepare correspondences to a wide range of state, law enforcement, and other government agencies;
- Coordinate and implement various operational programs as warranted by the business needs of SIB;
- Maintain a Case Management System and mandated reporting of criminal activity; and,
- Maintain a statistical data base and prepare reports depicting monthly and yearly activity.

DESIRABLE QUALIFICATIONS:

- Excellent analytical, communication, and mathematical skills;
- Dependability, professionalism, able to work overtime on short notice;
- Multi-task, excellent organization and research skills with attention to details;
- Ability to easily adapt to change and act effectively under pressure; and,
- Proficient with computer application/programs.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
HUMAN RESOURCES
300 Capitol Mall, Suite 619
Sacramento, CA 95814

Attn: Denise Cruz